

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. **645**PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Board of Medical
Examiners of Maryland

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>Supercedes Schedule #351</u> <u>MINUTES OF PROCEEDINGS</u> Records of hearings, actions by the Board on delinquent doctors, Board elections, test dates, complaints, Board decisions on educational standards and policy, and lists of newly licensed physicians. Minutes are arranged in chronological order.	Retain permanently.
2.	<u>REVOCATIONS OF MEDICAL PRACTICE</u> Records, updated periodically, of suspensions and revocations by the Board in cases of criminal or unethical practices. Also included are cases against physicians, and correspondence regarding legislation. Files are arranged alphabetically by name of the doctor.	Retain permanently.
3.	<u>MEDICAL REGISTERS</u> Large register books of all applicants examined and licensed by the Board giving the individual's seat number, date of examination, name, age, last address, school of graduation, results of the examination, and general remarks. This records series has, in addition, a FLEX (Federation Licensing Examination) series of IBM test records begun in 1968. It is printed by the testing service twice yearly. File series is arranged chronologically by year and alphabetically therein.	Retain permanently large Register Books and FLEX Printout.
4.	<u>APPLICATIONS FOR MEDICAL LICENSE FILES</u> This file contains the following two forms: RA-2M-1-56 - Application for Recognition of License issued by another state. It shows applicant's background and various certifications.	

Schedule approved by Department, Agency or Division Representative

Charles Bayley
SignatureSecretary
Title8/1/76
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

10-15-76
DateEdward C. [Signature]
Archivist11/5/76
Date[Signature]
Secretary

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Item No.	Description	Retention
	<p>CA-1M-10-56 - Application for Regular Examination contains the picture of the applicant, date when license was recorded, fees and other pertinent information.</p> <p>An inactive file series contains these forms for doctors who have not reregistered, moved from the state, or have had their licenses revoked. A special file is kept for osteopaths. Files are folded into document drawer size and arranged alphabetically.</p>	<p>Retain files in office for six (6) years then transfer to a State Records Center for an additional fourteen (14) years, then destroy.</p>
5.	<p><u>FOREIGN APPLICANT'S CREDENTIAL FILES</u></p> <p>The files of credentials submitted by graduates of foreign medical schools in support of the license application include:</p> <p>Naturalization Certificate or Birth Certificate.</p> <p>Evidence of Premedical Education.</p> <p>Photostatic Copy of Diploma and Authorized Translation</p> <p>Permanent Certification from Education Council for Foreign Medical Graduates.</p> <p>Certificate for Post-Graduate Training in the United States.</p> <p>Work Experience Since Graduation.</p> <p>Certificate of Identity and Moral Character (no longer required).</p> <p>Files are divided into two categories - those who pass the examination and those who fail or do not take it. Both categories are arranged alphabetically by name of doctor.</p>	<p>Retain files in office for six (6) years, then transfer to a State Records Center for an additional fourteen (14) years, then destroy.</p>
6.	<p><u>SUMMARY RECORD OF RESULTS ON MEDICAL EXAMINATIONS</u></p> <p>These folio volumes contain the date, score, and name of test for an applicant, including the total percentile and average. The State Board Test scores are entered on applications from other states for proof of passing Maryland's Medical Boards. The volumes are arranged chronologically by date of test and alphabetically therein.</p>	<p>Retain sixty (60) years, then destroy.</p>

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Item No.	Description	Retention
7.	<p><u>REGISTER OF CERTIFICATION IN OTHER STATES</u></p> <p>Registers contain certification of applicants from other states with whom Maryland has reciprocal licensing agreements. Files include name, address, date application was sent, and state where registered formerly. These registers are in looseleaf binders, arranged in alphabetical order by name of doctor.</p>	Retain permanently.
8.	<p><u>LICENSING CORRESPONDENCE</u></p> <p>Letters requesting information on licensing examinations and issuance of credentials are included in this file series. The correspondence is arranged in two sections, foreign doctors and United States doctors. These files are in alphabetical order by name of doctor.</p>	Retain for three (3) years, then destroy.
9.	<p><u>GENERAL CORRESPONDENCE FILES</u></p> <p>This file contains correspondence, reports and records pertaining to the general business of the Board. Included is correspondence with the Medical and Chirurgical Faculty, hospitals, out of state boards, state institutions and private individuals. There are reports to the American Medical Association, and legislation brought before the General Assembly. These files are arranged alphabetically by subject.</p>	<p>Retain correspondence with M. S. C. F. and General Assembly permanently.</p> <p>Retain all other correspondence for three (3) years, then destroy.</p>